

Summer 2001
Volume 1, Issue 3

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Cyd V. Grimes, C.P.M.
Travis County Purchasing Agent

Travis County Commissioners Court

County Judge Samuel T. Biscoe
Pct. 1 Commissioner Ron Davis
Pct. 2 Commissioner Karen Sonleitner
Pct. 3 Commissioner Todd Baxter
Pct. 4 Commissioner Margaret Gomez

Travis County Purchasing Board

Pct. 4 County Commissioner
Margaret Gomez, Chairperson
Pct. 3 County Commissioner Todd Baxter
353rd District Ct. Judge Lora Livingston
201st District Ct. Judge Suzanne Covington
331st District Ct. Judge Bob Perkins

Travis County Purchasing Office
314 West 11th Street, Suite 400
Austin, Texas 78701
(512) 473-9700

Travis County *Purchasing Quarterly*

First "How to do Business with Travis County" Workshop Ready to Fly

Time to sweat the details, and there are plenty. But the plans are set for the first "How to do Business with Travis County" workshop on **July 25, 2001**, which will assist vendors on how to do business with Travis County and facilitate the procurement process for all involved. The workshop will be held at the Clarion Inn and Suites at 2200 South IH-35 from 8:30 a.m. to 12:30 p.m.

Organizers will present an inclusive overview of the purchasing process with representation from all departments involved in the procurement process, including the Purchasing Office, Auditor's Office and Commissioners Court. Guest speakers will include Travis County Judge Samuel T. Biscoe and Travis County Purchasing Agent Cyd V. Grimes, among others. Travis County Media will also videotape the event and later televise a 30-minute segment on Travis County Television, TCTV-17.

This initiative is aimed at extending procurement opportunities to area businesses that have not previously done business with Travis County. Helpful tips on how vendors can increase their volume of business with the County and avoid delayed payment will be provided and upcoming procurement opportunities will be distributed.

The workshop will also incorporate updates on the County's latest HUB outreach initiatives. A panel discussion and informal question and answer session will conclude the workshop.

Sponsored by the generous patronage of the Associated General Contractors of America, Austin Chapter, Dallas, Bexar and Williamson Counties will partner up to share information and available resources with suppliers in attendance.

In the Spotlight Jerry Raisch

In this era of imports, Jerry Raisch is one of a dying breed, a native Austinite. A graduate of the University of Texas at Austin, Jerry has worked in the Purchasing profession for over 12 years and is currently a Construction Procurement Specialist for Travis County.

A registered Certified Professional Public Buyer (CPPB), Jerry is a member of the Institute of Governmental Purchasing, the Texas County Purchasing Association and the Design-Build Institute of America, among other associations.



Jerry gazes out his office window as I arrive for our interview, then turns around with a toothpick dangling from his mouth and another seven or eight in his hand. The toothpicks are kind of a trademark.

"I enjoy the work I do," Jerry explains, "because it's high dollar, high profile and...something new happens everyday." To excel in his position he feels, "a background in law, business and earth sciences is a real help. It sounds corny, but also enjoying working with people."

In the time Jerry has worked with the County, several successful projects have been completed. The Southeast and Northeast Metro Park projects are the first that come to his mind, the largest manmade parks Travis County has built in a long time, comparable even to Zilker Park. "We'd never built a park of that size...and we did it, on time and under budget."

Howard Lane is another project which was significant because of its sheer magnitude, and was notable because of the

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HUB Executive Committee Members from left: Elbert Walker, Facilities Management; Jorge Talavera, Purchasing; Gracie Sanders, Del Valle Sheriff; Sylvia Lopez, Purchasing; Elsa Uresti, Purchasing and past member Alana Holmes, Human Resources.

HUB Executive Committee Puts Finishing Touches on Workshop

"Making diversity work takes creativity and hard work...diversity isn't something that happens overnight, but with some old fashioned hard work, perseverance and creativity, the end result is a win-win situation for everyone."

Minority Business News, April/May 1999

The Travis County Historically Underutilized Business Executive Committee (HEC) understands the need for diversity. This one-year-old committee has steadily planned and

achieved their ultimate mission of fostering the use of minority and woman-owned businesses.

With two successful "HUB Mini-Forums" under their belt, HEC is discussing details of the "How to do Business with Travis County" workshop, where guest speakers will include Travis County Judge Samuel T. Biscoe and Purchasing Agent Cyd V. Grimes. HEC invites you to join us at the upcoming workshop!

Spotlight • Continued from Page 1

successful collaboration and cooperation of Travis County, the City of Austin and private entities on the approximate \$10 million project, which was also completed under budget.

It doesn't surprise Jerry. "When you get that cooperation (of all departments) rolling, you can build anything you want. Cooperation is all it takes, and Transportation and Natural Resources is excellent at that...some of the best I've ever worked with."

But it's not always so smooth, "with the high dollar level, some considerations are out of one's control," Jerry says. Deadlines are crucial and can serve as stressors, along with occasionally having to "roll with the political punches."

Jerry gives much credit to the companies Travis County does business with for the success on projects, especially regarding the use of HUBs as subcontractors. Combined, the Southeast and Northeast Metro Parks and Howard Lane projects utilized fifteen HUBs for a total expenditure of approximately \$2.5 million.

"We stick to 30 percent and I believe we are above 20 percent in Construction," Jerry speculates. "Facilities did a great job with the Criminal Justice Center."

"The Commissioners Court has asked that we do our best to get HUBs, and because we ask companies to do it, they do it." In his opinion, about 95 percent of Primes are inclined to use HUBs; the other 5 percent are already small companies who can't afford to share the wealth. Q

Frequently Asked Questions

Q: *How do I get on the County's automated vendor list?*

A: To get on the County Automated Vendor list, the database known as HTE, a Travis County Bidders Application must be completed and delivered, or mailed, to the Travis County Purchasing Office. To have one mailed call (512) 473-9700, or applications can be picked up at the Purchasing Office.

Q: *How can I obtain bid tabulation/evaluation information?*

A: A copy of a bid tabulation on any particular solicitation can be obtained upon telephone or written request to the Purchasing Office. However, information in bids or proposals to which vendors claim ownership or exclusive rights, or which is protected from disclosure in the Texas Open Records Act, will not be made available.

Q: *What is Travis County's dollar limit for obtaining competition?*

A: **\$.01 to \$500** - Purchases for supplies and nonpersonal services from commercial sources when the aggregate amount involved in any one transaction does not exceed \$500.00 are procured using the County's "Small Dollar Purchasing Procedures." Within the authorization of these procedures, buyers may make these purchases without securing competitive quotations if the prices are considered to be reasonable. Such purchases are

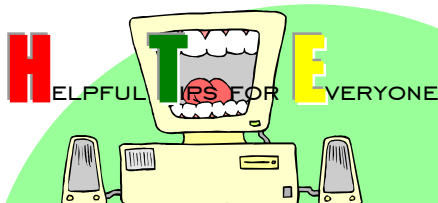
distributed equitably among qualified suppliers.

\$501 to \$24,999 - For the procurement of supplies and nonpersonal services over \$500 but less than \$25,000, buyers are required to obtain at least three written quotations, one of which must be from a HUB.

\$25,000 and above - Competitive "Sealed Bids" (IFB) and Competitive "Sealed Proposals" (RFP, RFQ, RFO, RFS depending on services being procured; see last issue for definitions) are used for contracts exceeding \$25,000. The IFB and RF_ will solicit bids and proposals from vendors in response to the County's specifications, requirements and contractual terms and conditions. Upon the Commissioners Court's approval, the returned, signed and awarded contract with *Notice of Contract Award* letter signed by the Purchasing Agent, will form the contract between Travis County and the vendor.

Q: *Where does Travis County advertise current solicitations?*

A: Travis County advertises in the following media: Austin Newspapers: *The Austin American Statesman, The Austin Chronicle, Arriba Art and Business News, Capital City Argus News, Capital Times, Hill Country News, La Prensa, Nokoa, Tien Viet, The Villager and Westlake Picayunne* Local Cable Television: Travis County Television, TCTV-17. Other mediums: Purchasing Bulletin Board outside the purchasing office, the City of Austin's *Bid Briefs*, the Travis County Purchasing website, www.co.travis.tx.us/purchasing/htm and Div2000.com. Q



Copycat

Next time you are entering a requisition for something you have purchased before, save yourself some time and effort. Did you know that you can copy information from an old requisition to create a new one, and even insert new data to modify it if necessary?

From the requisition entry screen, press F6 to add a requisition.

Fill out the top portion of the screen then press Enter two times to bring up the functions menu at the bottom of the screen.

When the function keys are available, press F21=Copy and a screen entitled Copy Requisition Selection will pop up. To expedite this process, it is a good idea to know the old requisition number prior to copying.

Then, based on whether you want to revise any information in that requisition, select 1=Copy/no review or 2=Copy/Review.

What's the deal?

You may have noticed that the vendor information in GMBA is sometimes different from that on the PI side of HTE. Why? The reason has to do with the purpose of the applications.

PI will most often contain physical addresses because this is the address that the goods are physically coming from. GMBA, on the other hand, will contain the bill to address because this is the only information pertinent to accounting. Q

"The Light Corner"

*The butterfly flits from flower to flower
The clock from hour to hour
The sea always seeks the shore
And beauty we all adore*

*Yet in the truth as shown above
Let us not forget about love
For in such a free and honest thing
True happiness in life does ring*

-Donald Rollack

NIGERIAN DELEGATION VISITS AUSTIN

The Travis County Commissioners Court declared May 22, 2001 "Rivers State House of Assembly, Nigeria Week," in Travis County. A group of Nigerian Legislators visited the Capitol of Texas to see first hand the process in action during the 77th Legislative Session. The group was guided by the Texas Association of Minority Business Enterprises (TAMBE)/ Texas Minority Business Opportunity Committee (TMBOC) under the direction of Ms. Barbara Burton.

COMMUNITY MENTOR PROTÉGÉ INITIATIVE (CMPI) RECEIVES COUNTY SUPPORT

The Austin CMPI will be receiving \$20,000 of financial support from the Housing and Finance Corporation. CMPI seeks to help small, local and historically underutilized businesses to achieve success by pairing them with successful and established firms for a period of close association and collaboration.

-Sylvia Lopez

For your convenience, a listing of Purchasing Office contacts who are ready to assist you with your needs.

Purchasing Staff Phone List

All 4-digit extensions are reached through (512) 473-9700.

Purchasing Agent	Cyd Grimes	473-9761
Asst. Purchasing Agent	Frank Holder	473-9451
Asst. Purchasing Agent	Donna Scarbrough	473-9764
Business Sys. Consultant	Vacant	708-4851
HUB Coordinator	Sylvia Lopez	708-4561
HUB Specialist	Jorge Talavera	2058
Purchasing Agent Asst. III	Lolly Jones	473-4204
Purchasing Agent Asst. III	Lori Clyde	473-4205
Purchasing Agent Asst. III	Rose Garcia	473-9763
Purchasing Agent Asst. III	Loren Breland	708-4854
Purchasing Agent Asst. II	Ella Hill	708-4853
Purchasing Agent Asst. II	Richard Villareal	708-4881
Purchasing Agent Asst. II	Manuel Perez	473-9762
Purchasing Agent Asst. I	Donald Rollack	473-9760
Purchasing Agent Asst. III	Jason Walker	708-4562
Purchasing Agent Asst. III	Vacant	-----
Purchasing Agent Asst. III	Lou Britt	708-4852
Executive Assistant	Lana Boling	473-9766
Purchasing Clerk IV	Melissa Hanson	3705
Purchasing Clerk III	John Gonzalez	3702
Purchasing Clerk III	Elsa Uresti	3703
Purchasing Clerk II	Betty Chapa	5437
Fixed Asset Manager	Ron Dube	236-6458
Warehouse Supervisor	Dan Rollie	236-6459
Fixed Asset Associate	Matt Phillips	236-6459
Purchasing Agent Asst. IV	Marvin Brice	473-9765
Purchasing Agent Asst. IV	Jerry Raisch	473-9724
Purchasing Agent Asst. IV	David Moreno	708-4850

Quarterly Quote

"The significant problems we face cannot be solved at the same level of thinking we were at when we created them."

—Albert Einstein

Special Events Calendar

The State of Texas General Services Commission, in conjunction with UT Austin, the Texas Lottery Commission, the Texas Department of Public Safety and several other state agencies, will host "Economic Opportunity Forum 2001" on July 19, 2001, at the Frank Erwin Center. The forum will include e-procurement workshops, certification workshops and contract opportunities on-site. Registration deadline is Monday, July 16, 2001, at 5:00 p.m. For more information, contact Jennifer Flores, GSC (512) 463-6958.

The Texas Association of Mexican American Chambers of Commerce (TAMACC) and the McAllen Hispanic Chamber of Commerce will host the 26th Annual Convention and Business Expo, "Hispanic Leadership in Business," on July 26-28 in McAllen at the Embassy Suites at 1800 S. 2nd Street and the McAllen International Civic Center at 1300 S. 10th Street. Events will include sponsorships, exhibits, a golf tournament and more. For registration information or questions call Carlos Mendoza at (512) 444-5725, ext. 24.

This year marks the fifteenth anniversary of Business Opportunity Symposium Series (BOSS), "Leveraging Partnerships for Success in 2001 and Beyond." Sponsored by the Texas Minority Business Opportunity Committee (TMBOC) and the Minority Business Development Agency/United States Department of Commerce (MBDA/USDOC), the event will be held at the Austin Marriott at the Capitol and Palmer Auditorium August 22-25, 2001. The event is part of Minority Enterprise Development (MED) Week, which will also include a Celebrity Golf Tournament, "Western Blue Jean, Barbecue and Boots Reception," and many workshops and seminars. For registration information or any other additional information, call (512) 322-0177 or 1-800-232-0447.

The Texas Association of African American Chambers of Commerce (TAAACC) will host their 3rd Annual Conference September 13 - 15, 2001, at the Omni Hotel South Park in Austin, Texas. For more information contact: Annette Smith, UT Austin HUB Staff Associate, at (512) 471-2850.

To Living Well...

Burning a lot of energy and concentration on a task? Take a break... a few minutes will increase your overall productivity by easing tension, keeping you upbeat and focusing your mind. Consider this: You can work for two hours at an unfocused 75 to 80 percent, but a **15-minute break will allow you to work for an hour and 45 minutes at 100 percent.** –adapted from *Catchfire: A Seven-Step Program to Ignite Energy, Defuse Stress and Power Boost Your Career*, by Peter McLaughlin.

Got water? 75 percent of us are chronically dehydrated...and in 37 percent of us, the thirst mechanism is so weak that it is often mistaken for

hunger. A university study shows that **one glass of water shuts down midnight hunger pangs for almost 100 percent of dieters** and the **number one trigger of daytime fatigue** is lack of water. Preliminary research indicates that **eight to ten glasses of water a day could ease back and joint pain** for up to 80 percent of sufferers. A mere **2 percent drop in body water** can trigger fuzzy short-term memory, trouble with basic math and difficulty focusing on the computer screen or on a printed page. Drinking **five glasses of water daily** decreases the risk of colon cancer by 45 percent, can slash the risk of breast cancer by 79 percent and makes one half as likely to develop bladder cancer. ☺

ARE YOU INCLUDING HUBS?

QUICK REMINDER...Purchasing Liaisons, in the initial stage of the purchasing process when seeking quotes, please remember that the HUB Office can provide a list of HUBs to include. There are over 2000 HUBs listed in HTE and should you not find what you need on HTE, call Sylvia Lopez, HUB Coordinator at 708-4561, or Jorge Talavera, HUB Specialist at 473-9700 x2058, and we will do the HUB searching for you. As we come to the end of FY 2001, we can reassert this philosophy of including HUBs into FY 2002. The Purchasing Office thanks you for your support and commitment to including HUBs.

–Sylvia Lopez

THE POWER OF PAYING ATTENTION

Excellent customer service, whether internal or external, begins with paying attention. Make your customer feel special by giving every customer your individual attention. When you are having a conversation with a customer either in person or on the phone, give that person your individual attention by actively

listening and avoiding distractions.

Some common distractions are letting your eyes wander around the room, instead of making eye contact; thinking about what you are going to have for lunch instead of the food for thought being communicated; and looking at your watch instead of making use of the time with your customer. If you pay attention to your customer, they will thank you and so will your boss.

–Sylvia Lopez

STOP PROCRASTINATING AND DO IT NOW!

- Deal with yourself in terms of why you are procrastinating. Do not let fear stop you!
- Resolve perfectionist procrastination. I should know everything!
- Develop an Action Strategy. Begin with one small piece and the rest will move along naturally.
- Low Self-Image...Remember, what you have to offer is valuable! ☺

–The Daily Motivator-March 23, 1999

NOTEWORTHY...

Cyd V. Grimes was the guest speaker at the Associated General Contractors of America, Highway and Heavy Utilities, Austin Chapter's Monthly Meeting. The meeting was part of an initiative aimed at developing a closer collaboration between Travis County and AGC, to ultimately get more business to Central Texas contractors. ☺

There's a new addition to the Moreno family! David Moreno, Purchasing Agent Assistant IV, is the proud new father of a bouncing baby boy, David Nicholas Moreno. The baby arrived at 1:07 p.m. on June 13th, weighing 7 lbs. 10 oz and is doing great, as are mom, dad and big sister. ☺

Plenty of new faces have joined the the Purchasing Office recently who deserve a welcome. Dan Rollie, is the County's first Warehouse Supervisor, hired on April 23rd, Matt Phillips is the new Fixed Asset Associate, hired on May 21st, and Jason Walker is our new Purchasing Agent Assistant III, hired on June 18th. Welcome aboard and good luck to you all! ☺

Transportation and Natural Resources will sponsor the first annual Travis County Employees Co-Ed Softball Tournament, to be played at the Del Valle Softball Fields, with trophies being awarded to first, second and third place winners. Entry fee is \$65 and all proceeds will go to the 2001 Combined Charities Fund. ☺

The Travis County Purchasing Quarterly is a work in progress that will continue to grow and improve. We are always open to your suggestions so please feel free to email your ideas to **Jorge.Talavera@co.travis.tx.us**. We at the Travis County Purchasing Office are striving to improve our service to you. Please let us know how we can better serve you. ☺



When visiting the Purchasing Office, to ensure that you are serviced efficiently, please stop at the front desk. All documents will be logged in, date stamped and distributed appropriately. If you need to speak with a staff member, someone in the Purchasing Office will be happy to assist you.